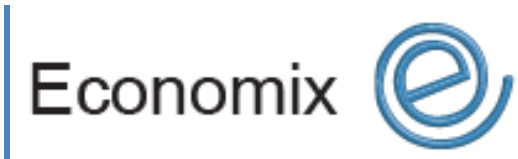

# User Guide

Module INVOICING v2.0

## ECONOMIX Solutions



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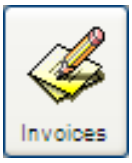


# Module INVOICING

## Introduction to the module

The module « INVOICING » is designed to answer your needs in the management of your invoices. This tool allows you to manage entirely the information related to your invoicing, with two functions integrated to other Economix solutions modules:

- Creation/modification of invoices
- Integration of the invoicing to related modules



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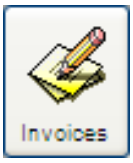


# Module INVOICING

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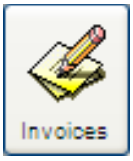


# Module INVOICING

## Reaching the module INVOICING

1. Click **Invoices**

, or under the menu **Invoices**, click **Invoice – Create**

## Creating an invoice

1. Click **Search**

2. Search the customer with the research criterion displayed

NOTE For the search criterion **3. Name** and **4. Contact**, the order of inscription for the information is not necessary for more flexibility.

3. Once the search criterion completed, click **OK**

NOTE If the customer doesn't exist, the system will offer to consult the entire list. If you do not wish to consult the entire list, click **NO**.

4. Click on the desired customer
5. Click on the button **Invoices**


NOTE The result of the search can group include several customers. Therefore, it is important to select the customer before clicking the button **Invoices**

.

NOTE By opening the module invoicing, the cursor will position automatically in the field **Model**, which will allow you to begin your entry of product directly.

6. Enter the product code in the field **Model**
7. Press « Enter » on your keyboard to validate the product

NOTE The cursor will position automatically in the field **Quantity**.

8. Enter the desired quantity
9. Press « Enter » on your keyboard to validate the quantity

NOTE The cursor will position in the field **Comment**.

10. Write a comment, if need be
11. Press « Enter » on your keyboard to validate the product



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**NOTE** The cursor will position in the field **Model** to enter the next product.

**NOTE** Repeat this operation according to the number of different products to charge to the client.

12. Once the invoice is complete, click **Pay**

13. Click on the desired method of payment
14. Click **Accept**

**NOTE** The invoice amount will automatically be entered in the field corresponding to the method of payment selected. However, it is possible to modify this amount with your keyboard for the following cases:

- The cash back amount exceeds the amount of the invoice
- The customer would like to add a withdraw on his bank card

## Searching for a product in the field Model

1. Position the cursor inside the field **Model**
2. Press the **F5** key on your keyboard
3. Search for the desired product with the search criteria offered
4. Select, among the list of products corresponding to the search criteria used, the desired product by double-clicking

## Modifying the invoicing date

1. Position the cursor inside the field **Delivery date**
2. Enter the desired delivery date

**NOTE** The date of issue of the invoice, situated in the right superior corner, is not modifiable. However, in the case of invoices emitted early or late, it is possible to use the field **Delivery date** not to falsify the administrative calculations.

**NOTE** The delivery date is the basis of the management of the courtesy programs.

## Modifying the quantities

1. Position the cursor inside the field **Ordered** present in the validated products grid
2. Enter the desired quantity ordered

**NOTE** Once the ordered quantity is modified, the automatic calculation of the taxes and totals will be refreshed with the new data.

## Modifying a price on an invoice

1. Position the cursor inside the field **Price** present in the validated products grid
2. Enter the desired price



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**NOTE** Once the price is modified, the automatic calculation of the taxes and totals will be refreshed with the new data.

## Applying a discount on a product

1. Position the cursor inside the field **Dis (%)** present in the validated products grid
2. Enter the desired discount

**NOTE** The field **Dis (%)** is pre-formatted in percentage. If the desired discount is 20%, the user must enter 20 in the field **Dis (%)** and not 0.20.

## Withdrawing a product from the validated products grid

1. Position the cursor inside the field **Model** present in the validated products grid
2. Press simultaneously on the keys **Ctrl + Del** on your keyboard
3. Click **Yes** to confirm the cancellation of this product on the purchase order

## Automation of the courtesy reminders

1. Click on the button **Calendar**
2. Select a courtesy reminder date by double-clicking
3. Click **OK**

**NOTE** The window of courtesy reminder will appear at the time of validating a product on the invoice. This feature is only configured for products having beforehand been defined as being eligible to a program of courtesy.

**NOTE** The module INVOICING being directly integrated into the customer form, the information registered on the emitted invoice will transfer to the customer's form. The consultation of the courtesy programs will then be possible from the customer form as well as in reports corresponding to the dates of reminder.

## Changing the printing type

1. Click the desired printing button:
   **Small size:** size compatible with printers emitting receipts
   **Large size:** size compatible with regular printers
   **Email:** Size compatible with PDF and directly integrated with Microsoft Office Outlook
   **Nothing:** No printing is desired
   *N.B.: The purchase order will be saved either way for consulting purposes, reprinting or later modification.*
2. Click **Accept**

**NOTE** The integration of PDF purchase orders with Microsoft Office Outlook is only possible if the customer form attached to the orders contains an e-mail address.



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## Creating a credit note

**NOTE** In the case of a return or of a product exchange, the invoice modifications must be brought from a new transaction having a new number of invoice.

1. Click **Search**

2. Search the customer with the research criterion displayed

**NOTE** For the search criterion **3. Name** and **4. Contact**, the order of inscription for the information is not necessary for more flexibility.

3. Once the search criterion completed, click **OK**

**NOTE** If the customer doesn't exist, the system will offer to consult the entire list. If you do not wish to consult the entire list, click **NO**.

4. Click on the desired customer
5. Click on the button **Invoices**


**NOTE** The result of the search can group include several customers. Therefore, it is important to select the customer before clicking the button **Invoices**

.

**NOTE** By opening the module invoicing, the cursor will position automatically in the field **Model**, which will allow you to begin your entry of product directly.

6. Enter the **product code of the return product** in the field **Model**
7. Press « Enter » on your keyboard to validate the product

**NOTE** The cursor will position automatically in the field **Quantity**.

8. Enter the desired **negative quantity** (Ex. : - 1)
9. Press « Enter » on your keyboard to validate the quantity

**NOTE** The cursor will position in the field **Comment**.

10. Write a comment, if need be (Reason of the return)
11. Press « Enter » on your keyboard to validate the product

**NOTE** The cursor will position in the field **Model** to enter the **next returned product**.

**NOTE** Repeat this operation according to the number of **different products returned** by the client.

12. Once the **invoice is complete**, click **Pay**

13. Click on the desired method of payment, in the case of a reimbursement, or click on the button **Account receivable** to apply a credit to the customer's account



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**NOTE** If the credit note is applied to the customer's account, he will be able to use it, in part or in total, at the time of the next purchase.

14. Click **Accept**

**NOTE** The module INVOICING being directly integrated to the stocks management, the returned quantities will be put back into the inventory.

## Assigning multiple payments

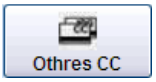
1. Click on the first desired method of payment
2. Enter the first amount of payment

**NOTE** The cursor will automatically position in the field corresponding to the selected method of payment.

3. Click on the second desired method of payment

**NOTE** The second amount of payment will automatically register in the field corresponding to the selected method of payment.

## Creating a method of payment

1. Click on the button **Other CC** 

2. Click **Add**
3. Enter the code and description of the new type of payment
4. Click **Save**
5. Click **Exit**

## Transferring an invoice to account receivable

1. Click on the button **Account receivable** to apply an account receivable to the customer's account

**NOTE** If an account to be received is applied to the customer's account, he can pay it, partially or altogether, during its next purchase.

2. Click **Accept**
3. Click **Yes**
4. Click **Yes**

**NOTE** The module INVOICING being directly integrated to the management of the accounts receivable, the customer will be able to pay directly its account from the invoicing.

**NOTE** In the case of a customer who pays its account receivable without buying additional items, it is suggested to use a fictitious product (ex: payment CR) at the price of 0.00$, to apply the amount of the account receivable to the invoice and to accept the transaction.



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## Applying a payment to an account receivable

1. Position the cursor inside the field **Apply to A/R**
2. Enter the amount to the account receivable
3. Click on the selected method of payment
4. Click on **Accept**

## Applying a credit note to an invoice

1. Position the cursor inside the field **Apply to A/R**
2. Enter the **negative amount** of the credit note to be deducted

NOTE In the case of a credit note, amounts registered inside the field **Accounts receivable** will be negative.

3. Click on the desired method of payment
4. Click **Accept**

## Assigning a salesman to an invoice

1. Click the field **Salesman**
2. To select an existing salesman, click on the desired salesman among the list defined beforehand under the menu **Options – User**

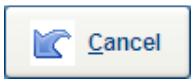
## Reaching the customer's sales history from the current invoice

1. Click on the button **History**


## Reaching the customer from the current invoice

1. Click on the **Customer** located in the left superior corner

## Canceling products on a current invoice

1. Click on the button **Cancel** 


## Consulting a previous invoice

1. Click on the menu **Invoices**
2. Click **Invoice - Consulting**
3. Enter the invoice number
4. Click **OK**



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**NOTE** No registered information about a completed invoice can be modified with the exception of the methods of payment.

## Correcting a method of payment on a previous invoice

1. Click on the menu **Invoices**
2. Click **Invoice - Consulting**
3. Enter the invoice number
4. Click **OK**
5. Click **Pay**
6. Click on the button of the old method of payment to deactivate it
7. Click on the button of the new desired method of payment
8. Click **Accept**

**NOTE** The module INVOICING being directly integrated to the management of the cash registers, the modifications entered on the invoice issued will automatically correct the cash registers statement.

## Modifying the delivery address on an invoice

1. Position the cursor inside the field **Address** located in the left superior corner
2. Enter the new information desired

**NOTE** This information will be effective only for the current invoicing. If it is about permanent modifications, these last ones must be directly corrected in the customer form of the concerned customer.



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